

City Manager's Office

March 11, 2017

To: City Council

From: City Manager

Re: Weekly Report

The information below represents a compilation of results of each Department from March 5-11, 2017

CITY MANAGER'S OFFICE

- Attended Mayor's Roundtable with Mayor Pina that included the Mayor's and City Managers from Burien, SeaTac and Normandy Park to discuss issues of mutual concern and establish the focus of the ongoing agenda for these meetings.
- Met with members of the Marina community to review agenda for our upcoming public meeting with the Marina tenants and neighborhood regarding the current consultant studies underway to review Marina redevelopment options.
 - **Marina Stakeholder Meeting, Des Moines Marina Development Plans, Wednesday, March 22, 2017, 6:30pm, Location: Des Moines Yacht Club**
- Met with a private tour/coach operator interested in providing service in Des Moines, possibly to enhance the efforts underway with Metro.
- Toured the Amerisource facility in the Des Moines Creek Business Park (Phase 3). An amazing facility, almost completely automated. They repeatedly praised the work of the City's Building department for their efforts in permitting literally millions of dollars of tenant improvements. Well done, Larry and team!
- Continued to monitor and participate in working to achieve our legislative agenda in Olympia this session.

LEGAL DEPARTMENT

- Initiated a business license emphasis for multi-family rental properties in Pacific Ridge. Out of 86 multi-family properties it was determined 15 did not have business licenses. Letters were sent to property owners and citations will be issued if licenses are not obtained by April 1, 2017.
- Continued negotiations with Verizon Access Transmission Services for a franchise agreement to install fiber in City right of way. Drafts were reviewed and an updated agreement will be presented to the Ad Hoc Franchise Committee on March 23rd.

- Received two formal Notice of Protests from the prime contractor on the Redondo Boardwalk Reconstruction Project. Several disputes remain regarding liquidated damages and change orders and the Council will be updated periodically as the process unfolds.

CITY CLERK'S OFFICE

- Forty-five (45) public record requests were received.
- Four (4) public record requests still outstanding.

FINANCE DEPARTMENT

- Preparation of the 2016 CAFR (Comprehensive Annual Financial Report) continues.
- Work with Tech Services to automate journal entry imports.
- Jan & Feb month end closing entries and journal entries.
- Monthly grant reimbursement requests and A/R billings.
- Continue work on December all fund activity and ending balances – Council's monthly financial report – December.
- Start design of 2017 City Council monthly financial reports 1) Consolidated and 2) Dept level.
- Teamster negotiation cost calculations for various scenarios.
- Permit Trax coding change follow up.
- Interlocal Fuel agreement follow up.
- Marina revenue internal control analysis.
- \$1.9 million parks project plan review and discussion.
- 2017 Budget transfers for new costs allocations and reorganization impacts.
- Provide coverage for on-going medical absence. Staff is down 1 FTE.

PARKS, RECREATION AND SENIOR SERVICES

- Arts Commission held its monthly meeting on Tuesday, March 14 at the Beach Park Founders Lodge.
- Break Camp was held at the Field House on March 8-10. 49 registrants enjoyed fun crafts, active play and games.
- Spring Soccer started March 13, with 276 registrants and 30 teams. Partnered with SeaTac United to add an additional 6 teams to the league for a total of 36 teams. Games played on Saturdays in April and May.
- Rain and poor drainage at the Field House caused the relocation of soccer practices to North Hill Elementary and delayed the start of games a week.

POLICE DEPARTMENT

- We completed implementation of the residential and business community partnership surveillance camera registration program.

- Command staff began implementation of a new software program that will assist with internal document management, consolidation and management of training request and records, and help streamline and manage the accreditation process.
- Command staff completed the required annual photo enforcement report to be posted on the City web site.
- Community Service Unit conducted two internet safety classes at Des Moines Elementary.
- A conditional offer of employment was extended to an individual to fill the upcoming vacancy in the Records Division due to a retirement.
- Community Service Unit attended reading buddies along with senior citizens from Wesley Homes.

PUBLIC WORKS

- Staff presented a formal response to the Marina Paid parking concerns to the City Council on March 9th.
- City staff met with neighbor city Public Works directors to discuss at a staff level potential funding options for the SR509 Gateway project local match requirement set in place by the legislature. Additional meetings with elected staff is planned for the coming weeks.
- Maintenance staff completed the homeless camp cleanup near the curve of 216th/7th Ave S. The debris had to be “craned” out in large bags due to the location and stored in a large size dumpster at the Service Center for a required minimum time period.
- Maintenance staff is looking at possibly contracting out some SWM pond maintenance this year due to two vacancies since the first of the year which has created a backlog of work.
- Working with the Marina and IT staff to coordinate both the pay parking and fiber installations in the Marina and Beach Park.
- Preparing Parkside Park project for advertisement for bid.
- Midway reported sewage overflows of 50,000 gallons within Saltwater Park and from 11th Avenue north of the Park and 256th Street on February 9th and February 16th. In addition, 660,000 gallons of waste was bypassed around the secondary treatment facilities at the Des Moines Creek Treatment Plant on February 9th due to extreme rainfall and high flows entering their plant.
- Bids are being solicited for extending drainage into the cul-de-sacs of 16th Place and 17th Place north of 268th Street. Both streets are experiencing flooding and pavement settlement due to inadequate drainage.